**Folder Outline**

**Unit 1**

* Acceptable Use Policy
* Concern About Technology Article
* Anatomy of a computer crossword puzzle
* Storage devices
* Steve jobs video
* Desktop windows scavenger hunt
* Evaluating websites
* Unit 1 project

**Unit 2**

* Recipe
* Ergonomics brochure
* Ergonomics assignment – super hero office
* Staying safe online poster
* Hardware vs. software presentation
* Excel workbooks

**Unit 3**

* Website research (with website link)
* Ethics report

**Summative**

* **Software Summative**
  + Bike flyer
  + Excel sheet with car calculations
  + Resume
  + Presentation to mom and dad about car
* **Summative Part 2**
  + Logo
  + Poster
  + Business card
  + Website link
  + Payroll sheet
  + Ethics statement
  + Legal issues